



Type of Request ☐ Reservation ☐ Cancellation ☐ Change

| | |
|---------------------------|--|
| Location Requested | |
|---------------------------|--|

| Estimated No. of Participants |
|-------------------------------|
|-------------------------------|

| Options | Date | Starting Time | Ending Time |
|---------|------|---------------|-------------|
| 1 | | | |
| 2 | | | |

| | | | | | | | | | | |
|------------------------------|---|--|---|--|---|---|--|--|--|--|
| Name of Organization | | | | | | | | | | |
| Mailing Address | | | | | | | | | | |
| Contact Person 1/ Job Title | | | | | | | | | | |
| Tel No. / Cell No. / Fax No. | T | | C | | F | | | | | |
| Contact Person 2/ Job Title | | | | | | | | | | |
| Tel No. / Cell No. / Fax No. | T | | C | | F | | | | | |
| Email Address(es) | 1 | | | | | 2 | | | | |

[illegible]

| | | | | | | | |
|---|------------------|-----|------|---|-------------|-----|------|
| √ | Description | Qty | Size | √ | Description | Qty | Size |
| | Dress Trailers | | | | Vehicles | | |
| | Equip. Trailer | | | | Tents | | |
| | Catering Vehicle | | | | Port-o-lets | | |

Requestor's Signature: _____ **Date:** _____



Office of State Buildings

Special Policies and Requirements:

1. The production company **MUST** complete the Movie/TV Filming Request Form and submit to Office of State Buildings (OSB) via fax or email at least **10 days in advance** for review and approval prior to the event.
2. The State does not provide any tables, chairs, waste receptacles, electrical or water for any events request. Information shall be included in the Description of Event Purpose of the Event Request Form.
3. Please type on the blank paper if additional space is needed for the Description of Event Purpose of this form.
4. No tents may be erected on any State buildings/grounds without prior approval.
5. Approved tents must be sandbagged and weighted and all hard surfaces on the grounds must be protected from damage. (No stakes driven in grounds)
6. When an outside filming production has more than 300 participants and/or with the time length of more than four hours, the requestor will be required to place portable toilets. The placement of portable toilets request shall be included in the Description of Event Purpose. When the filming event request is approved, the portable toilets can only placed at OSB's designated location and the portable toilets **MUST** be removed the day of or the day after the event.
7. The production company's tables, chairs and waste receptacles setup **MUST** be removed at the conclusion of filming. All trash must be disposed properly and immediately at the conclusion of filming.
8. No trailers are allowed to be parked without prior approval.
9. No banners can be hung without prior approval.

Please submit the completed event request form to email address Terri.Reese@la.gov or fax no. at (225) 219-4810. For any questions or need additional information, please contact Terri Reese at (225) 219-4797.



Office of State Buildings

P O L I C Y S T A T E M E N T

TO: WHOM IT MAY CONCERN
FROM: OFFICE OF STATE BUILDINGS
RE: MOVIE/TV FILMING EVENTS STATE BUILDINGS AND GROUNDS

For its part, the Office of State Buildings does not object to the filming on State facilities and grounds as long as the below criteria are met:

- (1) The production company (for use of facilities) shall pay the cost of \$3000.00 per day for all direct and indirect services provided by the state, Additional security personnel, janitorial personnel, other related costs may be necessary for payment by the production company. This cost per day will apply to preparation and filming.
- (2) The production company (for the use of grounds) shall pay the cost of up to \$2,000.00 per day depending on the location, area and/or other factors. This cost per day will apply to preparation and filming.
- (3) The production company will be responsible for fixing/repairing any and all damage to the state buildings or grounds. The State reserves the right to specify the means of repair and all work will be done to complete satisfactions of the state. The cost of any repairs is to be borne by the production company and not included in the \$3000 per day cost.
- (4) The production company may not block any public thoroughfares without prior approval.
- (5) The production company provides insurance against any and all liabilities which may arise from the event and specifically holds harmless the state of Louisiana from any such claim. Proof of insurance and hold harmless must be received by this office prior to approval being granted.
- (6) The production company provides adequate portable sanitary facilities. Proof of compliance must be received by this office prior to approval being granted.
- (7) The production company provides post clean-up of the area(s) used. Proof of compliance must be received by this office prior to approval being granted.
- (8) No tent set-up is allowed during the function of the event without prior approval.
- (9) All vehicles used for set-up of the function must remain on the sidewalks and not drive or park on lawn areas due to the underground irrigation/utilities systems.

The production company shall provide written evidence of compliance with these criteria to the Office of State Building no later than 10 days before the date of the outside event. If the production company seeks a variance to cost per day and any of the requirements, a request for such variance and the reasons therefore, shall be submitted to the Office of State Buildings no later than 30 days before the date of the event.